

CONFIDENTIAL

Approved For Release 2000/06/19 : CIA-RDP80-01341A000100050004-1

2 November 1977

MEMORANDUM FOR: Chief, PMCD/OP

FROM:

Executive Officer
Office of Finance

SUBJECT: Amendment to FY 1978 Planning Paper (U/AIUO)

REFERENCE: Memorandum to D/OP from AD/OF dated 9 September 1977,
subject: FY 1978 Staffing Complement - Office of
Finance

1. (C) It is requested that referenced memorandum be amended
to include the following position adjustments:

Accounts and Analysis Division (current PCR)

Data Base Management Branch

1 GS-6 Coding Clerk Add (to follow EU62)

Compensation and Tax Division (current PCR)

Special Payroll Operations Branch

1 GS-5 Clerk Typist BE 74 Delete

2. (C) Position description to support establishment of the
new position in the Data Base Management Branch, Key Building Unit, is
attached.

Attachment

25X1A

Approved For Release 2000/06/19 : CIA-RDP80-01341A000100050004-1

CONFIDENTIAL

IMPDET CL BY 00089

ROUTING AND RECORD SHEET

on card

SUBJECT: (Optional)

FROM:

Accounts Division
513 Key

EXTENSION

2333

NO.

DATE

25 October 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Support Staff
1213 Key
ATTN: [REDACTED]

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

10/25

sl

sl

The work in DBMB/Key Bldg. can be broken down into three broad categories. However, experience has taught us that because of the flow of work in these categories all employees in this branch (after initial training and experience) must be interchangeable at certain times in order to fully utilize the individuals and maintain reasonable efficiency. Although all three categories involve some clerical functions, we find it most difficult to create one category which is considered full-time clerical and still utilize this individual at a reasonable standard of production. Therefore, I find in writing this job description for a proposed clerical slot, it overlaps into the other categories which are professional positions. We feel (if the candidate must be in the clerical category grade 4-5) it would be most desirable to have an individual capable of progressing beyond this grade.

Understood

Tyler AS-6 Level -

A. Position Identity. (New Title). OF/AD/Data Base Management Branch.
Key Building. Position No. (New).

B. Major Duties.

1. The individual in this position will review and adjust errors identified as invalid financial data by the computer reject system. These corrections may be made based upon the existing data or may require telephone calls to the appropriate budget officer to obtain the additional information needed to correct the voucher. If appropriate, the incumbent will advise the budget officer of the proper procedures for future submissions. (Estimated time - 75%)
2. Assisting in the initial processing of all vouchers originating outside Headquarters Building. After initial training the incumbent will review the vouchers for proper certification, segregate into the proper IV Phase program, number, batch and prepare for release to the Key Punch Unit of ODP. (Estimated time - 5%)
3. The incumbent will be responsible for the filing of all vouchers and obligating documents after they are processed by ODP. (Estimated time - 5%)
4. The incumbent after initial training and a reasonable amount of experience will assist in the instruction of trainees, co-op students and temporary assignees, who usually will have higher grades than the subject. (Estimated time -5%)
5. Miscellaneous duties, such as assisting in the daily reconciliation of cash disbursing vouchers to the supporting payment schedules, adjustment of rejected out-of-balance vouchers, processing of obligations, querying the ORN data base, maintenance of reader/prINTER machines, verifying the batch list report, checking the voucher register to account for voucher numbers, sorting reports, identifying contents of COM (Computer Output of Microfilm), adjusting IV Phase errors, and recording in error report the adjustments made by users in Key Building. (Estimated time - 10%)

C. Evaluation Factors.

1. Knowledge required by the position: Ability to learn the new and sophisticated Agency Financial System, particularly with regard to the proper usage of Obligation Reference Numbers, Transaction Codes and other required coding, as well as document forms, sequence of transactions and application of the User Manual. The position requires an individual with the ability to acquire the skills to communicate with the initial IV Phase and the main frame input systems and the ability to communicate with and to advise system users who originate documents in some 55 offices. The incumbent of this position must be capable of learning the interrelation of all accounts and transaction codes, whereas system users need be familiar only with their own areas.

2. Supervisory controls: Initial overall instructions are provided by the section chief, and deadlines and releasing times are established according to the production cycle. Thereafter, the incumbent exercises discretionary judgment in determining specific priorities and procedures to meet the established objectives.

3. Guidelines: The principal guideline is the Agency Financial System User Manual. The Chart and Description of Accounts is referred to when required. System reports, such as the Open Obligation Activity Report and the Voucher Register are used for research in the correction of errors. The incumbent when properly trained must interpret and explain instructions and guidelines to system users when requested.

4. Complexity: Approximately 5,500 vouchers are processed each month. They must be segregated into fifteen programs for batching each day to correspond with IV Phase input requirements. Error rejections which must be analyzed and processed by the unit (plus trainees and temporary assignees) amount to an average of about 1,300 a month. There are some 300 transaction codes which may be applied and must be understood. Correspondence is with personnel in Key, Ames, [REDACTED] and South Buildings and NPIC, [REDACTED] ICS, C of C and Hqs. locations.

25X1A

25X1A

5. Scope and effect: This position is a vital key to maintaining the integrity of a highly disciplined Agency Financial System. The data base that results from input through this position and reports that come out of the system are relied on by Finance, Logistics, B&F, Comptroller and operating personnel for documentation of reports that reach as high as the Congressional budget submission.

6. Personal contacts: Personal and telephone contact is made with budget and finance officers in up to 55 offices.

7. Purpose of contacts: Contacts are made to determine correct coding for correction of errors when it is not obvious on the face of the document. Contact is made by the others to seek advice on procedures and requirements and to request research of prior documents.

8. Physical demands: No extraordinary physical requirements other than the stability to maintain a constant production flow of documents and to meet the tensions of peak volume periods and critical closing periods.

9. Work environment: No unusual work environment problems.